

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

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TITLE: Chain-of-Custody Procedures		
Revision: 6	Replaces: 04/01/05	Effective: 01/01/07

1. Purpose:

To provide standard procedures for detailing chain-of-custody for USDA/AMS Pesticide Data Program (PDP) samples.

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedures:

- 5.1 Chain-of-custody definition
- 5.2 Sample identification
- 5.3 Sample receipt
- 5.4 Sample storage
- 5.5 Sample tracking

4. References:

- USDA/AMS PDP Quality Assurance-Technical Meeting, March 22-24, 2005
 - USDA/AMS PDP Quality Assurance Meeting, April 4-5, 2000
 - USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
 - 40 CFR 160.81, Standard operating procedures
 - USDA/AMS SOP PDP-LABOP-01 Sample Receipt, Storage, Archiving, and Disposal
 - USEPA Contract Laboratory Program Statement of Work for Organics Analysis, Multi-Media Multi-Concentration Version OLM02.1
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5. Specific Procedures:

This SOP represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1 Chain-of-custody definition

Chain-of-custody is the paper trail (e.g., worksheets or logbooks) which allows reconstruction of sample movement from collection of the sample, to receipt at the laboratory, to final disposal of the frozen homogenate and extract(s). These records shall provide traceability of movement of each sample through the laboratory.

5.2 Sample identification

Each laboratory shall document in an internal SOP the procedures for assigning unique laboratory sample identification numbers. Sample movement through the laboratory shall be traceable. Refer to USDA/AMS SOP PDP-LABOP-01.

5.3 Sample receipt

Refer to USDA/AMS SOP PDP-LABOP-01.

5.4 Sample storage

Each laboratory shall document in an internal SOP the procedures for sample security and storage. The samples shall be stored under the conditions specified in USDA/AMS SOP PDP-LABOP-01. The internal SOP shall describe the locations, and identities of all storage areas for PDP samples.

5.5 Sample tracking

Each laboratory shall document in an internal SOP(s) procedures to ensure the following:

5.5.a All activities performed on PDP samples are recorded;

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5.5.b Titles/Headings which identify the activities recorded are printed on each page of all laboratory records, (e.g. Extraction Worksheet);

5.5.c The laboratory name or designation is included on all laboratory records that are submitted to USDA Manassas;

5.5.d Laboratory record entries are signed or initialed, and dated;

5.5.e Entries on all laboratory records are recorded in permanent ink;

5.5.f All errors shall be corrected using a single-line cross-out (no white-out) and the correction shall be dated and initialed. It is recommended, but not required that the reason for the correction shall be indicated (error codes may be used).

5.5.g The retention and disposal of PDP samples, frozen homogenates, and sample extracts is recorded.

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Revision 6	November 2006	Monitoring Programs Office
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- Updated format to conform with other SOPs
- Changed the requirement to document the reason for correction to a recommendation to conform with SOP PDP-DATA-01

Revision 5

- General update
- Updated Subsection 5.5 to reflect current practices